

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov

Physical Address - 12100 Park 35 Circle, Bldg. A

Mailing Address - P.O. Box 13087/MC-116

Austin, Texas 78711-3087

(512)239-0102

Internet: www.tceq.texas.gov

Fax: (512)239-0111

State Title:

Info Tech Auditor I

Functional Title:

Job Posting:

12155 (Re-Opened)

Monthly Salary:

\$4458.50

Posting Date:

07/26/2012

Close Date:

Open Until Filled

Section/Division:

Internal Audit Section/ Chief Auditors Office

Work Location:

12100 Park 35 Circle, Austin, TX 78753

Openings:

One(1)

Position #(s):

1323

Applicants who previously applied will still be considered and do not have to re-apply

Job Description:

Conducts and serves as project manager over complex, senior-level information systems auditing work for the Chief Auditor's Office (CAO) of the Texas Commission on Environmental Quality (TCEQ). Leads or conducts information technology (IT) projects as assigned, which involves examining agency automated systems; defining audit scope; documenting systems' functionality and programmed system edits and controls; determining reliance on controls; and making recommendations for improvements. Develops IT audit objectives; develops and evaluates IT audit programs; and conducts audit work in compliance with statutes, rules, standards, and TCEQ policies and procedures. Reviews completed working papers to ensure necessary audit steps are completed and properly documented; and ensures audit documentation complies with applicable standards, policies, and procedures, and that evidence supports conclusions, findings, and recommendations. Communicates IT audit assignment results to executive management/Commission as necessary, which includes discussing deficiencies; recommending corrective action to improve operations; coordinating management responses; and submitting formal written reports expressing opinions on the adequacy, effectiveness, and efficiency of IT activities. Consults with Information Resources Division (IRD) project staff throughout the system development life-cycle to determine the adequacy of internal controls, thoroughness of system testing, completeness and accuracy of system documentation, and whether user needs are met. Serves as IT audit representative on various committees, meetings, and/or projects; coordinates with other CAO staff to implement internal projects; and prepares and/or reviews audit working papers to document work performed and evidence gathered to satisfy audit procedures. Mentors/trains non-IT auditors, clients, and other staff.

Minimum Qualifications:

A bachelor's degree from an accredited college or university plus five years of full-time experience in information systems auditing, control, or security work; or in full-time auditing that included IT audits. One additional year of the required experience may substitute for one year (30 semester hours) of the required education.

OR Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Certified Public Accountant (CPA), or Certified Internal Auditor (CIA), plus three years of the required experience.

Preferred Requirements:

Experience in leading IT audit projects.

Certification as a CISA, CISSP, CISM, CIA and/or CPA.

Experience in state government auditing, accounting, or management.

Special Requirements:

Moving up to 10 pounds of audit materials and/or equipment.

Traveling up to 20% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Development (HRSD) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSD for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer